

Agricultural Marketing Service  
Office of the Deputy Administrator for Marketing Programs  
Poultry Division  
Market News Branch  
Field Office  
Poultry Market Reporter, GS-1147-7

PL20

## I. INTRODUCTION

The Market News Branch furnishes poultry and egg producers, buyers, distributors, and other interested members of the industry, as well as the consuming public, with a wide range of timely, accurate, and impartial information on supply, demand, movement, distribution, prices and price trends, and other related economic factors on which marketing decisions can be based. This information facilitates the orderly production, distribution, and consumption of poultry and egg products. The Branch also provides essential data for use in planning and administering other Federal and State programs related to the agricultural economy. This position is located in a field office of the Market News Branch.

The incumbent of this position is assigned tasks relating to these functions.

## II. DUTIES AND RESPONSIBILITIES

For a portion of a market, collects, compiles, and summarizes information relative to market conditions, prices, receipts, shipments, etc., on poultry and egg products for daily, weekly, and monthly dissemination. Interviews representatives of the trade (producers, shippers, buyers, processors, and others concerned with marketing) and develops marketing data. Specific commodities covered include poultry and egg products. Confidential information as to quantity, quality, prices and any particular condition relative to individual sales transactions is obtained from those interviewed. The reporter checks prices received from the various sources for accuracy and completeness and prepares a market report that consists of a comment with prices for each commodity covered by classes, varieties, size, grades, and other pertinent marketing factors. These final statements are completed on pre-arranged and often close deadlines, checked by the Officer-In-Charge, and with his/her approval made available for release.

The incumbent is given a variety of reporting and allied assignments to broaden his/her experience. The reporter may be assigned for relief duty in other field offices during periods of annual leave or emergencies.

## III. JOB CONTROLS

A. Responsibility for the Work of Others: Provides assignments and guidance to clerks engaged in the preparation and release of market reports.

B. Supervision and Guidance Received: The incumbent works under the general supervision of the Officer-In-Charge who assigns specific portions of the market for which the reporter will be responsible. The supervisor provides guidance on unusual problems and reviews the reports for adequacy of information, soundness of judgement, adherence to procedures, and coordination with the work of the other reporters. Guidelines include U.S. Department of Agriculture Administrative Regulations and the Handbook of the Market News Branch. Also available for reference are more current instructions applicable to a number of offices which are prepared by the Washington office and released as special memoranda.

#### IV. OTHER

The work requires a general background or knowledge and experience relative to the production, quality, standards, methods of packaging, processing, transportation, and distribution of the commodities reported. The reporter must keep informed on current developments in marketing, be tactful in dealings with the trade, be able to allocate time and efforts according to tasks to be done, and be accurate and factual in preparation of releases.

Prices as reported in major terminal markets and producing area are widely used as a guide. Persons at more distant points who rely on the terminal markets as a market outlet and the producing areas as a source of supply are also vitally interested in prices and other market information reported. Errors could result in financial losses, disrupt trade, and reflect unfavorably on the U.S. Department of Agriculture.

The reporter contacts daily, in person and by telephone, responsible representatives of firms engaged in the local handling, marketing, processing, and distribution of poultry products. These include producer representatives, shippers, buyers, wholesale receivers, processors, brokers, jobbers, railroads and commercial trucking concerns, association representatives, and university and State officials.